



DEPARTMENT OF JUSTICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF JUSTICE	RELEASE DATE:	Thursday, October 29, 2009
POSITION TITLE:	Director, Division of California Justice Information Services	FINAL FILING DATE:	Thursday, November 12, 2009
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$13,381.00 / Month	BULLETIN ID:	10292009_6

POSITION DESCRIPTION

Under the direction of the Attorney General and the Chief Deputy Attorney General, the Director is responsible for providing general direction and supervision to five Bureau Chiefs in the Bureaus of Criminal Information and Analysis, Criminal Identification and Investigative Services, Technology Support, Departmental Technology Services and Criminal Justice Information Technology Services, as well as the Division's Operations Support Program. The position participates in policy development for the Division and Department and directs the day-to-day activities of the Division by providing direction to approximately 100 statewide programs and information systems. The Director represents the Attorney General on executive boards and committees in- and out-of-state; represents the Division before the Legislature, law enforcement, and interest groups; acts as chairperson for the IT Steering Committee; participates in IT strategic planning for the Department; chairs zone meetings called by the Attorney General; and authorizes investigation of elected officials, Chiefs of Police, Sheriffs, and the Governor's appointees in response to allegations of bribery or political corruption. The position is expected to research and become familiar with new technologies related to criminal justice.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Experience with IT Infrastructure Support, LAN/WAN management, disaster and operational recovery, end-user support, service level agreements, and acquisition/management of IT products and services.
2. Knowledge of the legislative process, budgets, personnel, labor relations, contracting, and the grant development process.
3. Demonstrated experience with IT project management, application development, and quality assurance/control.
4. Demonstrated experience of large database management and the technology associated with developing, implementing, and maintaining a network of information systems.
5. Experience developing and maintaining standards related to workgroup computing, architecture, network management, security, development tools, and new technology.
6. Knowledge of the legal restrictions and implications relating to the compilation, retrieval, and distribution of agency information.
7. Knowledge of, and experience with, law enforcement operations at the local, state, and national level.
8. Expert knowledge of Department of Justice's overall mission and goals and the impact on the Division of California Justice Information Services.
9. Experience serving as a liaison between a large governmental agency and other State and Federal agencies, professional law enforcement, and other associations.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Division of California Justice Information Services**, with the **DEPARTMENT OF JUSTICE**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and

qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.
- Applicants who fail to submit the "Statement of Qualifications" may be eliminated from this examination.

Applications must be submitted by the final filing date to:

DEPARTMENT OF JUSTICE, Personnel Programs/Testing and Selection Unit
P.O. Box 944255, Sacramento, CA 94244-2550
Sandra Barela-Garcia | (916) 322-6963 | sandra.garcia@doj.ca.gov

ADDITIONAL INFORMATION

Questions regarding the position should be directed to Don Hayashida at (916) 324-5043.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>